

Overview

IGNATIUS AJURU UNIVERSITY OF EDUCATION PORT HARCOURT, RIVERS STATE.

INVITATION FOR PRE-QUALIFICATION AND NOTICE OF TENDER FOR YEAR 2017 TERTIARY EDUCATION TRUST FUND INTERVENTION IN ICT PROJECT IGNATIUS AJURU UNIVERSITY OF EDUCATION PORT HARCOURT, RIVERS STATE.

INTRODUCTION

The Management of Ignatius Ajuru University of Education, Port Harcourt, Rivers State wishes to invite reputable and competent contractors/firms to apply for pre-qualification (Technical) and tendering (Financial bid) for years 2017 Tertiary Education Trust Fund Intervention in ICT Project in the following areas.

SCOPE OF WORK

LOT 1

- (a) User Requirement Engineering for the institution's Website
- (b) User Interface Design and Templates in confirmation with TETFund guidelines including all features and Website structure.
- (c) Implementation of WordPress Content Management System (CMS) for Website Content management and asset (Images, videos etc.) uploads.
- (d) Migration of previous website content to the new WordPress platform implementation of the institution's Website.
- (e) Acceptance Testing: Acceptance testing of the restructured Website in tire presence of all stakeholder in the Institution.
- (f) 12 Month Hosting of the Institution Website.
- (g) Training of Staff on Website Design and Digital Content Creation and Management

(h) Computer Training (Base Modules): Training of 20 Admin. (Non-Academics) Staff of the Institution on Computer Essentials, Word Processing, Spreadsheets and Online Essentials for 5 Days.

(i) Computer Training (Intermediate Modules): Training of 20 Academic Staff of the Institution, using Databases, Online Collaboration, IT Security, Project Planning, Digital Marketing and ICT in Education for 5 Days.

(3) PRE-QUALIFICATION REQUIREMENTS

(a) Evidence of certificate of incorporation with the Corporate Affairs Commission (CAC).

(b) Evidence of company Income Tax Clearance Certificate for the last three (3) years (2016, 2017 & 2018) valid till 31st December, 2019.

(c) Evidence of current Pension compliance Certificate valid till 31st December, 2019.

(d) Verifiable evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019.

(e) Verifiable evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019.

(f) Evidence of registration on the National Database of Federal Contractors, Consultants, and service providers by submission of Interim Registration Report (IRR) that is currently valid.

(g) Sworn affidavit disclosing whether or not any officer of the relevant committees of the Ignatius Ajuru University of Education or the Bureau of Public Procurement (BPP) is a former or present director or shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in this bid are true and correct in all particulars.

(h) None of the Directors of the firm has been convicted of any criminal offence related to fraud, financial impropriety, falsification or act of similar nature and to state that all documents used for this bidding are genuine.

(i) Verifiable company's Audited Account for the last three (3) years (2016, 2017, 2018).

- (j) Evidence of financial capability to execute the project including reference letter from a reputable commercial bank indicating willingness to provide facility for the execution of the project when needed.
- (k) Company profile with the curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications.
- (l) Verifiable documentary evidence of at least three (3) similar jobs executed, in the last five (5) years including letters of awards, valuation certificates, job completion certificates and photocopies of the projects.
- (m) Evidence of qualification as a Qualified and Certified ICDL Expert/Trainer – copy of credential to be submitted.
- (n) All documents for submission must be transmitted with a covering/forwarding letter under the company's/firm's letterhead paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (preferably GSM), and email address. The letterhead paper must bear the names and nationalities of the directors of the company at the bottom of the paper, duly signed by the authorized officer of the firm.

(4) SUBMISSION OF DOCUMENTS

Bidders are to obtain tender documents from the office of the Director of Physical Planning, Ignatius Ajuru University of Education, Port Harcourt, Rivers State at a non-refundable tender fee of Ten Thousand Naira (#10,000.00) only, payment to Ignatius Ajuru University of Education, Port Harcourt Rivers State in Bank Draft. A copy of payment receipt must also be attached to financial tender document.

(5) SUBMISSION OF PRE-QUALIFICATION AND TENDER BIDS

The pre-qualification and tender documents are to be in sealed envelopes clearly marked PRE-QUALIFICATION AND TENDER DOCUMENTS FOR LOT At the top left corner indicating the project and address to the office of the Director of Physical Planning, Ignatius Ajuru University of Education, Port Harcourt, Rivers State. Submission of bids shall close at **12:00p.m. on 20 April, 2020, Six (6) weeks from date of publication** and to be followed immediately by opening of the submitted bids.

PLEASE NOTE THAT:

The Pre-qualification Invitation shall not be construed to be a commitment on the part of Ignatius Ajuru University of Education, Port Harcourt, Rivers State, nor shall it entitle any company to make any claim whatsoever and/or seek indemnity from the University by

virtue of such Company having responded to the advertisement THE University is not under any obligation to include your Company on its list of contractors.

K. H. KUE-IKORO (MRS.)

REGISTRAR/SECRETARY TO COUNCIL